

**DIRECTOR OF ENGINEERING AND FACILITIES MANAGEMENT (PROM)**  
**NYS #70-674 RC/EL #21094**

**A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.**

**EXAMINATION TO BE HELD ON JULY 17, 2021- Dates To Be Determined.**

**PLEASE BE ADVISED THAT NO FURTHER APPLICATIONS ARE BEING ACCEPTED FOR THIS EXAMINATION. THIS ANNOUNCEMENT IS FOR INFORMATIONAL PURPOSES ONLY.**

**VACANCY:** One in the **Town of Clarkstown**

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

**SALARY:** In accordance with the appropriate labor agreement.

**WHAT THE JOB IS LIKE:** This is administrative and professional work of a complex nature which involves responsibility for professional engineering determinations and includes responsibility for developing, implementing and overseeing policies and procedures relating to design, development, construction, maintenance, operation and inspection work as it may affect drainage, solid waste disposal, a wastewater collection system including pump stations, pollution, shade trees and excavation projects as well as the efficient operation and maintenance of facilities, parks, recreation areas and grounds owned or maintained by a municipality. The work is performed under the general supervision of an administrator or higher-level executive staff with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over a large number of employees through subordinate supervisory staff. Does related work as required.

**MINIMUM QUALIFICATIONS:** You must be currently employed by the **Town of Clarkstown** and have one year of permanent competitive class status there in a position allocated to a CSEA salary grade 34 through 36 within a period of three years immediately preceding the examination date. In addition, your experience must include: A Bachelor's degree in Civil Engineering or comparable curriculum and eight years of experience in design and construction of municipal infrastructure and facilities and review of applications to municipal boards, at least five years of which must have been in an administrative or supervisory capacity.

**NOTE:** A Master's degree in Civil Engineering may be substituted for two years of the required general experience.

**SPECIAL REQUIREMENT:** Possession of a license to practice as a Professional Engineer in the State of New York.

(Please submit a copy of your license to practice as a Professional Engineer in the State of New York with your application.)

(Official college transcripts must be sent directly from the school to our department no later than August 27, 2020.) Student transcripts are not acceptable.

**NOTE:** Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com).** You must pay the required evaluation fee.

**SEE NEXT PAGE**

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**(CONTINUED)**

**SUBJECT OF WRITTEN EXAMINATION:**

1. Preparing written material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. Principles and practices of civil engineering – These questions test for knowledge of engineering concepts and their practical applications to the construction, operation and maintenance of public works projects, including roadways, bridges, buildings, water and sewage systems and similar types of infrastructure.
3. Engineering plans, specifications and estimates – These questions test for knowledge of and the ability to read and interpret construction drawings and technical specifications, and for the ability to calculate cost and quantity estimates from technical presentations and/or engineering and construction drawings. Knowledge of estimating techniques and the proper method of construction for specified projects will be required.
4. Methods and materials of construction – These questions test for knowledge of the proper procedures and materials used in the construction, maintenance and repair of various types of public works projects, including such typical construction work as excavations, roadways, embankments, and building and related structural improvements.
5. Principles of project management, including contracts, contract administration and construction economics – These questions test for knowledge of the concepts, terminology, proper procedures and computations used in the planning, scheduling and oversight of contractual agreements for public works projects, including economic and scheduling techniques such as cost/benefit analysis and the critical path method.
6. Administrative supervision – These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating performance of subordinate supervisors, and maintaining relationships with other organizational sections.
7. Administration – These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

**USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION**

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell-checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers", and any similar devices are prohibited.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication General Guide to Written Tests helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Date Issued: 04/08/2020**

**Amended Date: 06/02/2021**